



DEPARTMENT OF THE NAVY  
SPACE AND NAVAL WARFARE SYSTEMS COMMAND  
WASHINGTON, D.C. 20363-5100

SPAWARINST 5000.18  
SPAWAR 003C  
9 August 1989

SPAWAR INSTRUCTION 5000.18

From: Commander, Space and Naval Warfare Systems Command

Subj: CHANGE OF COMMAND PROCEDURES FOR PROGRAM MANAGERS AND  
MAJOR SYSTEM MANAGERS

Ref: (a) U. S. Navy Regulations 1973  
(b) SECNAV Washington DC 051533Z JUL 85  
(c) CNO Washington DC 112342Z SEP 85  
(d) OPNAVINST 3120.32A

1. Purpose. To provide policy and procedures for documenting and reporting program status and accountability upon the relief of Space and Naval Warfare Systems Command (SPAWAR) program managers (PMWs) and major system managers.

2. Background. Reference (a) required a relief-of-command report from a new commanding officer but did not require a report from the outgoing commanding officer. Under such procedures it was difficult to identify existing discrepancies or to affix responsibility. By reference (b), the Secretary of the Navy corrected this deficiency with additional command relieving procedures. By references (c) and (d), the Chief of Naval Operations extended relieving procedures to include major departments and subdivisions. In order to standardize and strengthen the procedures for relieving SPAWAR program managers and major system managers, pertinent requirements of reference (b) are directed by this instruction.

3. Policy. The Commander, Space and Naval Warfare Systems Command (COMSPAWAR) designates PMWs and major system managers to manage system acquisitions requiring intensified management because of dollar thresholds or other factors of special interest. In order to fix responsibility and accountability at the time of transition, the status of each designated program shall be documented and reported at the time a change of manager occurs.

4. Procedures. An incumbent PMW or major system manager who is being relieved will accomplish the following actions before the transfer of responsibility occurs:

a. Document and point out to the relieving PMW/system manager any defects or peculiarities of the program, particularly noting critical factors and/or deficiencies in program readiness, fiscal integrity, program performance or safety.

9 August 1989

b. Deliver to the relieving manager all unexecuted orders, all regulations and orders in force, and all official correspondence and information concerning the program and personnel that may be of service to the relief. The incumbent manager will not remove the original records of official correspondence, original letters, documents, or papers concerning the program or its personnel. The incumbent may, however, retain authenticated copies consistent with applicable laws, rules, regulations and/or instructions, including those relating to personal privacy, acquisition sensitivity and national security.

c. Deliver to the relieving manager all documents required by regulations either to be kept or supervised by the PMW or major system manager.

d. Submit input material for officer fitness reports and sign all logbooks, journals and other documents requiring the incumbent's signature up to the date of relief.

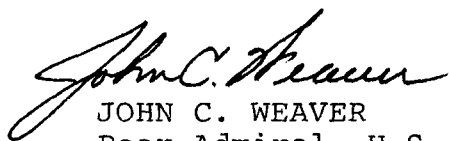
5. Turnover. At the time of turning over a major program, the officer to be relieved will assemble all available program personnel, read the orders of detachment and turn over the program to the relieving officer, who will read the assumption orders and assume leadership of the program.

6. Turnover Report. The PMW or system manager being relieved will prepare a turnover report identifying any conditions within the program having the potential to adversely affect safety, well-being, readiness, fiscal integrity or program performance and specifying a proposed plan to correct them. The relieving manager will endorse this report. If the relieving manager does not concur, he shall specify where the report is inaccurate or incomplete and will provide the PMW or system manager being relieved the opportunity to comment. The relieving manager will report the actual assumption of responsibility as part of the endorsement. The report will be addressed to COMSPAWAR, via the cognizant Program Director. A copy will be retained by each individual between whom the transfer of responsibility takes place.

7. Reports. The reporting requirement contained in paragraph 6 above is exempt from reports control by OPNAV Instruction 5214.7.

8. Action. All addressees will comply with the provisions of this instruction.

Distribution:  
SPAWAR List 3

  
JOHN C. WEAVER  
Rear Admiral, U.S. Navy

Stocked:  
SPAWAR 18-511 (10 copies)